#### **JEFFERSON COUNTY CLERK'S OFFICE**

#### **ONLINE LAND RECORDS SYSTEM**

#### **USER'S GUIDE**

Welcome to the Jefferson County Clerk's Office Online Land Records System. This is an instruction guide for using the land records search system. The search system is a product of MBS Technologies. The imaging software viewer is a product of Adobe. All records from August 15, 1984 to present are indexed on this system. The system has the capability of displaying and printing images of documents that have been recorded from June 1, 1992 to the present. If you discover that a document is not available for display on the system, please email the document number, or the book and page number of the document to: websupport@jeffersoncountyclerk.org

For your convenience, the search system is available Monday through Saturday, 8 AM to Midnight, and Sundays, Noon to Midnight. The Jefferson County Clerk's Office reserves the right to restrict access to the system at any time for the purpose of routine system maintenance, system testing, and/or system saves.

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#### TIPS FOR INTERNET BROWSING AND PAGE NAVIGATION

Please note that the search system has been designed to maximize the use of the keyboard with the Internet Browser. Still some actions are only available by using the mouse. This system works best with Windows XP running Internet Explorer version 6 or higher. For consistency all hyperlinks are in RED.

This search system was designed using the standard features of the internet browser. The mouse is the simplest and fastest way to navigate the pages, but some keys will accomplish the same tasks.

### Below is a list of some of the more helpful navigation keys:

Use the TAB key to move between option boxes, search criteria fields, and hyperlinks.

Use the Page Up (previous page) and Page Down (next page) keys to scroll through the results pages.

For Drop Down boxes, use the arrow keys to scroll through the item list. If you know the first letter of the selection, press that letter on the keyboard to advance to that letter on the list. For example type D to advance to the Deed book type in the drop down list on the book and page search.

The Go Back link, when available, will return you to the previous page viewed. If you are in the document detail, the Go Back link will return you to the results page. From a search option page, it will return you to the main search page.

From the results page, the Browser's Back option will return you to the search option page if used while viewing the page. To navigate through the results pages, use the Next page and Previous page links or the Page Up and Page Down keys on your keyboard.

The system was designed to remember the search criteria to aid the user in title searches. When the user returns to the search option page, the old criteria is highlighted to easily delete with the delete key or simply type over. To retain the information, the user just needs to press the Tab key.

#### **STARTING A SEARCH**

 From the main search page, select a search method by either clicking on the hyperlink or by typing the menu option number in the box and pressing <enter>.

# **Search Options:**

Click on the desired search option, or type its number in the option box and hit the

- 1. Search By Control Number
- 2. Search By Party Name
- 3. Search By Book/Page
- 4. Search By Reference Number
- 5. Search By Refers To (book/page)



• From the Search Option page, enter the Search Criteria required for the search method. After entering the search criteria, CLICK the Search hyperlink or TAB to the search button and press <enter> to submit the search. Pressing <enter> after typing the search criteria will also submit the search.

Each Search Method will have different search criteria to filter searches. To see detailed instructions by search method view that section of this user's guide.

#### **RESULTS PAGE**

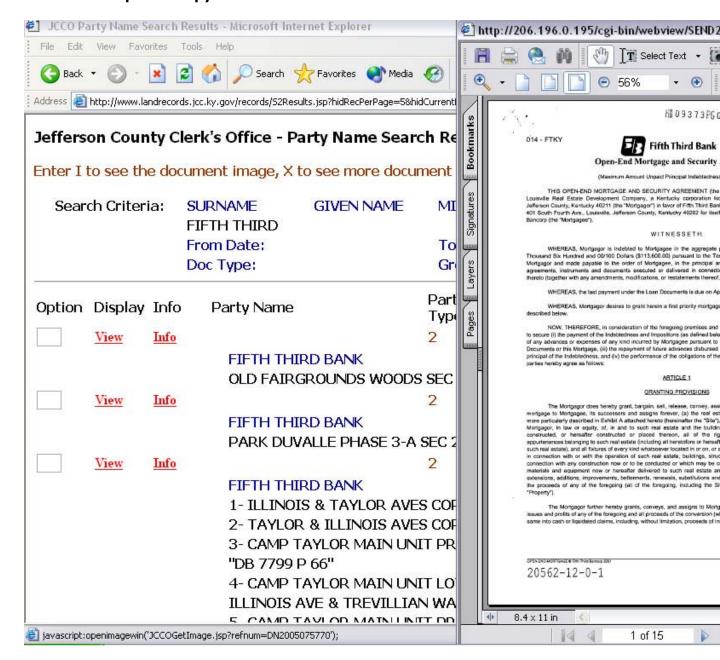
Once the results page loads, the document search criteria is listed in the header and the results are in the body of the page. Each result will detail all of the property descriptions associated with the record in **Black**, the first party name in **Blue**, as well as the party type, date filed, document type, and the book and page in **Dark Red**. To see all party names, or any other additional information regarding the document index, place an "X" in the Option Box beside the record and press <enter> or simply CLICK INFO. To view the document image, place an "I" in the Option Box and press <enter> or simply CLICK VIEW.

Search Criteria:		ia:	Control Number	20050505				
Option	Display	Info	Control Number		Party Type	Date Filed		
	View	Info	200505050001		1	05/05/2005		
	CERTIFICATE OF AUTHORITY MILLER INDUSTRIAL CHEMICAL INC							
	View	Info	200505050003		1	05/05/2005		
			7205 YORK RIVE COMPASS HOLD					
	View	<u>Info</u>	200505050004		1	05/05/2005		
	EVERGREEN PARK NORTH LOT 1 LADEGAST, LAWRENCE, C JR							
	View	Info	200505050005		1	05/05/2005		
			EVERGREEN PAF LADEGAST & HE		OT 1			
	View	Info	200505050006		1	05/05/2005		
			HARMONY PLAC GREENLEAF, MIC		ASE 3 UNIT 108			
Option	Next pag	<u>e</u>						

From the results page, the Browser's Back option will return you to the search option page if used while viewing the page. To navigate through the results pages, use the Next page and Previous page links or the Page Up and Page Down keys on your keyboard.

#### **VIEWING THE DOCUMENT**

The document will load in a new window on the right side of the screen to allow you to view the index information and document image at the same time. The window can be resized after the image has loaded. If a document image is not available, the new window will launch a page with information on how to acquire a copy of the document.



When viewing the Document Index Information Page, there are several ways to view the document from the detail screen. You can CLICK VIEW or type I in the Option Box and press <enter> to load the document image. The Reference number is also a hyperlink to load the document image.

#### **DOCUMENT DETAIL SCREEN**

### Jefferson County Clerk's Office - Document Information

Reference Number: DN 2005 075770 Session Number: 7152 Receipt No.: 003252 Control Number: 200505120828 Document Type: MTG Description: Mortgae

Control Number: 200505120828 Document Type: MTG Description: Mortga-Book/Page: M 09373 0481 Pages: 15 Amount: 113600

File Date: 05/12/2005 File Time: 02:27:26 Signed Date:

**Doc Refers To:** M 09373 0481 (Click to Display Search Results for Refers To)

Verified: Yes Released: No Assigned: No #:

Changed: N Changed N Chang

<sup>Type</sup> Party names (Surname, Given, Middle)

- 1 LOUISVILLE REAL ESTATE DEVELOP, MENT CO
- 2 FIFTH THIRD BANK

Property Description:

PARK DUVALLE PHASE 3-A SEC 2 REV LOT 117

Notations:

Enter M to view Document Changes

or enter I to VIEW the image: Option Go back

### The document detail screen has two hyperlinks that serve two different purposes.

The Doc Refers To field has a link to launch a Refers To search on the document's book and page number. The search results launch in a new window. If a document has a release or assignment associated with it, the search will return results; if it does not the new window will report NO DOCUMENTS FOUND. Close the window after you have finished the Refers To search or the window will not launch in the front the next time the link is used from the detail screen. For more information on the Refers To search view the search method section of this user's quide.

The Document Changes link tracks indexing changes on the record. If a field in the Changed column has a Y, you can view the document change detail by clicking on the Document Changes hyperlink or typing M in the option box and pressing <enter>.

#### **INSTRUCTIONS FOR EACH SEARCH METHOD**

#### **HOW TO SEARCH BY CONTROL NUMBER**

Select Option 1, Search by Control Number and press <enter>, or CLICK on the Search hyperlink.

Note: This search method is mainly for Clerk's Office internal use.

• Type in the Control Number and press <enter> or CLICK Search. The control number is in year, month, and day order. To view a list of documents recorded by date, just enter the four digit year, two digit month, and two digit date, example: 20050505.

### **Control Number Search Criteria:**

Type the desired search criteria, then click on the Search button or hit the enter key.

To use the Control Number search to find all documents recorded on a specific date the format is YYYYMM

Control Number: 20050830

Search Go back

#### **HOW TO SEARCH BY PARTY NAME**

Select option 2, Search by Party Name and press <enter>, or CLICK on the Search hyperlink.

This search is used when the name of the party is known. You can specify last name, first name, middle name, date filed, document type, party type, and/or group. This search gives you a list of documents sorted by name.

Type the party's surname (last name) or name of the company in the "Surname" field. This system also allows for partial searches. By typing in "A" for the surname, the system will show you every name that starts with an "A" (A, ABBEY, ADAMS, etc.)

# **Party Name Search Criteria:**

Type the desired search criteria, then click on the Search button or hit the enter key. (You must enter something in the Surname or "Date Filed From" in order to search.)

Surname:	Bank One	Given Name:		Middle Name:	
Date Filed	From: 08012005 To: 08312009	(MMDDYYYY	)		
Doc Type	DED - Deed Gr	oup -none 🕶	Party Type:		
<u>Search</u>	Go back				

The more search criteria that is filled in, the more specific the search will be.

If the user needs to look at a particular type of document, type in the Surname, Given Name, Middle Name/Initial in the correct fields along with the Doc Type from the drop down box. This will show all the information in the database under that particular name associated with that document type.

To search for a party or any document type on a specific date or range of dates, the format is represented as MMDDYYYY in the Date Filed Field.

For more information on Group Types and Party Types, visit the Land Records FAQ.

#### **HOW TO SEARCH BY BOOK & PAGE NUMBER**

Select option 3, Search by Book and Page Number and press <enter>, or CLICK on the Search hyperlink.

The user will need to know the following information to use this option:

Type of Book

**Book Number** 

Page Number

The results for this search are sorted in book and page order.

Select the Book Type from the drop down box. (Use the mouse or the arrow keys on the keyboard to scroll through the list. Or, you can press the first letter of the Book Type to advance through the drop down box list.)

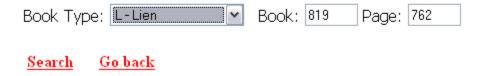
Next, use the tab key to move to the first box and enter the book number, tab again to enter the page number in the second box. Leading zeros do not have to be entered.

Press <enter>, CLICK Search, or tab to the search link and press enter to submit the search.

# **Book-Page Search Criteria:**

Type the desired search criteria, then click on the Search button or hit the enter key

No leading Zeros are required. The Page number is an optional field.



#### **HOW TO SEARCH BY REFERENCE NUMBER**

Select option 4, Search by Reference Number, press <enter>, or CLICK on the Search hyperlink.

The reference number is the number printed on each document when it is recorded. The search is sorted in reference number order. The reference number always starts with DN and is followed by a ten digit number beginning with the four digit year. For example: DN2000012345.

• Enter the document number in the search fields and CLICK on Search or tab to the Search link and press <enter>.

### **Reference Number Search Criteria:**

Type the desired search criteria, then click on the Search button or hit the enter key.

Reference Number: DN 2005 00255

Search Go back

#### **HOW TO SEARCH BY REFERS TO**

Select option 5, Search by Refers to press <enter>, or CLICK on the Search hyperlink.

This search method is used to find all documents that refer to a particular document. The search will tell you if a mortgage has been released or assigned. You must know the book and page number to activate the search.

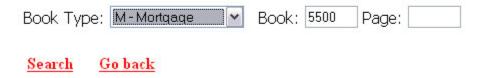
Select the Book Type from the drop down box. (Use the mouse or the arrow keys on the keyboard to scroll through the list. Or you can press the first letter of the book type to advance through the drop down box list.)

Next, use the tab key to move to the first box and enter the book number, tab again to enter the page number in the second box. Leading zeros do not have to be entered.

CLICK search to submit the search or press <enter>.

# Refers To (Book-Page) Search Criteria:

Type the desired search criteria, then click on the Search button or hit the enter key



To see additional information regarding the document record, place an "X" in the Option Box beside the record and press <enter> or simply CLICK INFO. To view an image of the document, place "I" in the Option Box and press <enter> or simply CLICK VIEW.

For more information on codes, group types, and index information visit the LAND RECORDS FAQ.